

**U.S. Chemical Safety and  
Hazard Investigation Board**

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[www.csb.gov](http://www.csb.gov)

Honorable Kristen M. Kulinowski  
Interim Executive Authority

Honorable Manny Ehrlich, Jr.  
Board Member

Honorable Rick Engler  
Board Member



April 18, 2019

*E-mail delivery to:* [70857-13614737@requests.muckrock.com](mailto:70857-13614737@requests.muckrock.com)

**Re: FOIA Request R19-017**

Dear Ms. Lipton:

This letter is an initial response from the Chemical Safety and Hazard Investigation Board (CSB) to your faxed letter, dated March 22, 2019, in which you made a Freedom of Information Act (FOIA) request for FOIA budget materials, staffing orders/reports/contacts, staffing reports and plans, FOIA requester categories, FOIA fee waivers and FOIA fee collection (some of these for the years 2017 and 2018, and some for 2019).

Your request was received by one of the CSB's fax machines on March 22, 2019; however, it was not brought to my attention until yesterday. This FOIA request is assigned file number **R19-017**.

**Your FOIA request**

Your request asks for many documents that would likely be found at larger federal agencies; the CSB is a “micro-agency,” with less than 100 employees. Note that the FOIA does not require an agency to create documents specifically for the purpose of responding to a FOIA request.

Additionally, your request contained some language apparently quoted from the Department of the Interior’s (DOI’s) “About Us” website. The CSB is an independent, stand-alone federal agency. The CSB is not part of DOI, nor any other Cabinet agency. If you intended that your FOIA request only go to DOI sub-agencies, please let me know as soon as possible. Otherwise, we will begin processing your request.

If you have any questions about this response, feel free to contact me by telephone at: 202-261-7619, or by e-mail at [michele.bouziane@csb.gov](mailto:michele.bouziane@csb.gov).

Sincerely,

A handwritten signature in blue ink that reads "michele bouziane".

Michele Bouziane  
FOIA Officer